

# **INDIANA TRANSPORTATION ENHANCEMENT (TE) PROGRAM GUIDE**

*2011*



**APPLICATIONS DUE: March 18, 2011**

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### **<1> What is the Indiana Transportation Enhancement Program?**

A provision of the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA) required states to set aside ten percent of their Surface Transportation Program (STP) funds for projects that enhance the existing transportation system. Each state has the flexibility to create a program to best suit its respective needs within the limits of the law. This program was continued and expanded in 1997 under TEA-21 (Transportation Equity Act for the 21<sup>st</sup> Century). The program continues unchanged under the new transportation bill SAFETEA-LU.

Based on Indiana's anticipated apportionment, INDOT will award approximately \$20 million in federal transportation funds. These funds can provide a **reimbursement** of no more than **80 percent** of a project's eligible costs.

Transportation enhancements (TE) are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's multi-modal transportation system. The transportation enhancement program funds a variety of non-traditional projects, with examples ranging from the restoration of historic transportation facilities, to bike and pedestrian facilities, to landscaping and scenic beautification, and to the mitigation of water pollution from highway runoff. Maintenance, operations, & staffing costs are not eligible for TE funding.

Transportation enhancement funding is a cost reimbursement program. **At least 20 percent** of a project's cost must be paid by the applicant. The authorized federal participation will be a fixed or "**capped**" amount; any costs above the authorized amount will be the responsibility of the project sponsor.

### **<2> What kinds of projects are considered transportation enhancements?**

The following is a list of activities and facilities eligible for funding under the Transportation Enhancement (TE) Program.

1. Provision of facilities for pedestrians and bicycles
2. Acquisition of scenic easements and scenic or historic sites
3. Scenic or historic highway programs (including provision of tourist and welcome center facilities)
4. Landscaping and other scenic beautification
5. Historic preservation
6. Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
7. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bike pathways)
8. Control and removal of outdoor advertising
9. Archaeological planning and research
10. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
11. Provision of safety and educational activities for pedestrians and bicyclists
12. Establishment of Transportation Museums

### **<3> What are the typical project components? (Eligible Project Components)**

#### **Preliminary engineering (PE)**

- Engineering & Design
- Environmental
- Permits

#### **Right-of-way/Acquisition**

#### **Construction**

- The State will advertise for construction bids, award and make payments to the contractor. The bid letting and this funding activity take place when all the above described activities have been accomplished.
- In some cases, for projects under \$100,000, the initiating agency may accomplish the work by Force Account Agreement.
- Construction engineering (**CE**)/supervision is required on all projects. It is important that this be factored into your budget and the appropriate supervision of the contractor is accounted for. This cannot exceed 15% of the Final Construction Cost
- Final Construction Record, which includes daily reports, material records, quantities for payment and documentation on the project to satisfy INDOT and federal audit procedures.
- Agreement between the State and Local initiating agency must first be executed to accomplish this.
- Expenditures made prior to a federal FMIS obligation may not be eligible for re-imbursement or considered for match.

#### **<4> What monetary issues do the applicants need to consider?**

This program is a reimbursement program that follows rules established for federal and state highway programs. It is one in which prior approved expenses are reimbursed. When a project is selected, a “*fixed*” or “*capped*” amount is reserved for that project. The only way for this amount to increase is for the project to receive subsequent awards in following cycles. Any expenses beyond the Federal allocation are at the ***Project Sponsor’s cost***.

#### **Eligible Match**

- This program does not allow Federal funds to be paid up front, as do some federal grant programs. ***Please note: money expended prior to federal FMIS obligation (Notice of Authorization) cannot be reimbursed.*** Acquisition of right-of-way, by either purchase or donation, should only be done after there is an approved environmental document and the public involvement requirements have been satisfied.
- Federal highway program rules do not allow the use of other federal transportation funds to match federal transportation enhancement funds. State funds, local funds, private donations, and some non-transportation federal funds (etc.) may serve as an eligible match. Coordinate with District personnel for confirmation of eligible matching funds.
- All cash match must come through the sponsoring Local Public Agency (LPA). The LPA will enter into an agreement with INDOT delineating their responsibilities including the requirement to provide matching funds. The sponsoring LPA will be required to provide their matching funds to INDOT shortly after the bids are accepted. INDOT will make construction progress payments as the project progresses and funds are expended.
- ***If the project currently has interest or rights in real property within the project area, it should be documented what those interests or rights are in all phases of the project and what the terms are.***

#### **Land Donations**

- The fair market value of donations of needed right-of-way by private entities (property owners) may be used as part of the local match for federal funds. These donations must involve the transfer of real property interest from a private entity to an LPA or the non-profit project sponsor in accordance with the Uniform Act and after Environmental approval. All donors must be fully informed of their rights to be compensated. The use of private donations for matching funds must be approved in advance by INDOT. Federal considerations concerning right-of-way acquisition apply. Know these requirements before undertaking any right-of-way activities and consult with District personnel to ensure proper procedures are followed.

#### **<5> How will the transportation enhancement program be managed?**

Each District and MPO will be responsible for selection and monitoring of project(s) process within their respective areas.

#### **<6> Who can apply?**

All projects must be submitted by a state agency or city, county or town. The application must be submitted by the ERC of the LPA. In all rural areas, the highest local elected official having jurisdiction and responsibility for project implementation must approve projects. The highest local elected official of each jurisdiction must approve multi-jurisdictional projects.

State agencies can also propose and develop their own enhancement projects.

Federal legislation and the State of Indiana encourages the participation of citizen groups and not-for-profit corporations interested in enhancement projects; however, please note all applications must be submitted by an LPA.

#### **<7> Application Process**

All applications shall include the following (using the current form available from web site):

1. Completed INDOT Transportation Enhancement Application Form and all applicable category application pages that apply. Applications are not to exceed 20 pages, including any additional information. Limit each application to one project.
2. Include additional information pages, maps, pictures, letters of commitment/public support, etc.
3. Submit a detailed budget for your total project with itemized cost estimate. Financial commitment letter outlined in item 4 of the application is required. Remember the \$1,000,000 upper limit for federal funds for projects outside the MPO urbanized area. These projects should be phased accordingly.

4. The signature page must be signed by the highest local elected official. Also, if located in the planning area of an MPO but outside of the urbanized area, the MPO must also sign the application before submission to INDOT.
5. One electronic file (.pdf format, not to exceed 5MB in size) of each application and attachments is required for submission.
6. Re-submissions for future cycles will be accepted; however, the application must be updated and needs to observe the latest guidance and requirements. You must show progress on previously awarded projects if seeking additional funding.
7. Here is a bulleted list of six suggestions when submitting an application for a TE project.
  - Matches showing more than 20% are looked upon favorably.
  - Phase project outside the MPO urbanized area to accommodate \$1,000,000 maximum award per “call”.
  - Stay within the guidelines of the application. Do not exceed page limitations. Do not leave any applicable areas blank.
  - Public interest and support are required and must be illustrated.
  - Select the most applicable category as it applies to your project. Selecting the wrong category(ies) could result in the wrong committee members reviewing your application and thus, scoring them poorly.
  - You must demonstrate a relationship between your project and surface transportation.

### **<8> What is the Criteria for TE projects?**

#### **Pedestrian/Bicycle Facilities**

Bicycle and pedestrian facilities include a variety of non-motorized transportation projects available to the general public. These projects must not be limited to recreational only facilities. Projects in this category must connect to more than one location, such as a residential, a school or work center. Any projects meeting these basic requirements can be considered. Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Viable transportation alternatives capable of relieving congestion and/or improving air quality, especially projects supportive of multi-modal transportation.
- Projects requesting funding to acquire land for bicycle/pedestrian facilities.
- Multi-jurisdictional projects.
- Projects that join or extend an existing bicycle/pedestrian facility.
- Contributes to a local or state bicycle/pedestrian system identified in plans adopted by the appropriate governing entity.
- Multi-use facilities accommodating more than one group (i.e. hikers, walkers, runners, bicyclists of all types, cross-country skiers, skaters, horse riders, the physically challenged, families, the elderly, etc.), especially facilities serving utilitarian and recreational travel needs. Typically, such facilities are more than 10 feet wide.
- Projects that include support facilities to enhance pedestrian/bicycle travel, such as rest rooms, drinking fountains, picnic shelters and bicycle racks.
- Applicants that have not received Transportation Enhancement funds for bicycle/pedestrian facilities in the past.

Proposed projects should **not** seek to establish at grade pedestrian crossings of active railroad lines. If a project does require an at grade crossing, the applicant should be prepared to discuss what action it will take to ensure the safety of pedestrians as well as the railroad that would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT’s Rail Office before a crossing can be established.

#### **Safety and Educational Activities for Bicyclists and/or Pedestrians**

Eligible activities under this category include events and materials that promote increased safety of non-motorized travelers. School-aged children are especially targeted for safety materials. Events include but are not limited to bicycle rodeos, safe crossing initiatives, and expenses associated with hosting conferences specifically addressing pedestrian and bicycling safety. Registration and travel expenses for attending conferences are not eligible under this category. Events must be accessible to the general public and materials must be available free to the public.

#### **Acquisition of Easements for Scenic or Historic sites**

- Includes the use of funds for the purchase, transfer, or trade of property interest or real property (land) which has significant aesthetic, natural, visual or open space values. Use of funds is limited to lands and property listed in or eligible to be listed: the National Register of Historic Places, Indiana Register of Historic sites and structures, the

- National Natural Landmarks Registry, or the Indiana Natural Areas Registry.
- Acquisition activities should reinforce scenic or historic highway programs, state and local tourism effort, historic preservation efforts or efforts to conserve natural resources.
- In all instances, an appropriate state or local not-for-profit entity should be identified to hold title to the ownership interest, which is being acquired. For example, title to a scenic easement might be given to the Department of Natural Resources, a county parks department or a not for profit group such as the Natural Lands Trust or Historic Landmarks Foundation. The significant physical features of any property interest that is acquired can be protected through the use of protective covenants, deed restrictions, easements, purchase of development rights and/or ownership.
- Funds may be used for transaction costs of land acquisition including appraisals, surveys, legal costs, or purchase costs. Easements shall remain in perpetuity. Any organization that acquires an interest in property shall have the resources to monitor and/or enforce appropriate mechanisms to preserve the scenic or historic interests that are acquired. The State of Indiana shall have a remainder interest should the holder of an easement cease to exist for any reason.

### **Scenic or Historic Highway Programs**

Currently, Indiana has three nationally designated scenic byways the Ohio River Scenic Byway, Indiana's Historic Pathways and the Historic National Road, and two state byways, the Whitewater Canal Scenic Byway and the River Road in Tippecanoe County. The more significant a route is on an international, national and state level, the more likely it is the route will receive national designation status and consideration for TE funds. A separate process exists for designating scenic byways in Indiana. Some routes in Indiana carry designations other than scenic byway, such as memorial highways, heritage routes, historical trails, etc. Though these routes are eligible for TE funding under this category of improvements, priority will be given to projects along designated scenic byways, particularly national scenic byways.

- A road or highway must display certain qualities in order to be designated as a scenic byway. It must be scenic, historical, recreational, natural, cultural, or archaeological in character. Many scenic byways feature more than one of these characteristics.
- Any location seeking funds under this category must have legal public access and strong local support.
- Projects along designated byways are preferred for funding under this category of TE projects in Indiana. A specific National Scenic Byway must be identified in connection with a proposed byway project to be considered a priority. Evidence of endorsement by the byway should be provided with the TE application.
- Projects along alternate routes or duplicate routes would not be considered scenic byway projects for the purposes of TE funding.
- Projects that enhance pedestrian or bicycle travel along the scenic byway, memorial highway, heritage route or historic trail would be eligible for TE funding under this category.
- Tourist information and welcome centers specifically associated with the designated scenic byway and developed to enhance travel along the scenic byway will receive priority for Transportation Enhancement funding. Tourist information and welcome centers along other types of routes are also eligible for TE funding.

### **Landscaping and other Scenic Beautification**

Landscape projects that enhance the aesthetic or ecological resources along, or at points of access to, transportation facilities and corridors.

- Projects must be part of a comprehensive strategy for the area in which the improvement will be made. Projects should significantly advance state and local tourism, recreation, or community development efforts.
- A proposed landscaping effort should be comprehensive in nature and applicants must demonstrate local long-term capacity to maintain and/or operate any improvements.
- Funds will not be used for routine or incidental maintenance or erosion control activities.

### **Historic Preservation**

These projects must involve properties listed in or eligible for listing in the National Register of Historic Places in order to qualify for funding. Prior to submitting an application for enhancement funding, please contact the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology if a determination of eligibility is needed. Please provide evidence of National Register eligibility with the application.

- Projects that involve mitigation required by federal law are not eligible for funding. Historic preservation projects may include the rehabilitation, preservation, restoration, stabilization, or acquisition of any historic building or object. All project work must meet the Secretary of the Interior's "*Standards for Historic Preservation Projects*".

- Projects in this category should feature resource interpretation. The objective of these projects should be to improve the ability of the public to appreciate the historic significance of the properties involved.
- Projects in this category meeting both of the following criteria will be given particular consideration.
  - (A) Transportation-related historic properties, including bridges listed on the “Select List” of Historic Bridges.
  - (B) National or statewide historical or architectural significance.

### **Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (including historic railroad facilities and canals)**

Below are key definitions used in this category of projects.

- “Historic Transportation Buildings” are those associated with the use, construction, or maintenance of any mode of surface transportation, and listed or eligible for listing in the National Register of Historic places.
- “Historic transportation structures and facilities” include tunnels, bridges, trestles, embankments, rails or other non-operational vehicles, canals, viaducts, towpaths, and locks, stations, and other manmade surface transportation features. All such structures and facilities must be listed in or be eligible for the National Register of Historic Places.
- “Rehabilitation” means returning a property to a contemporary use while preserving the significant historic features of that property.
- “Operation” means providing access and service in a manner that continues a contemporary transportation or non-transportation use and is consistent with the historic character of the property and open to the public.

Projects that include mitigation required by federal law are not eligible for funding. Otherwise, the work must meet the Secretary of the Interior’s “*Standards for Rehabilitation*”.

The following types of projects will be given particular consideration.

- Railroad depots and railroad facilities (including interurban)
- Bridges listed on the “Select List” of Historic Bridges
- Lighthouses
- Ferries and historic ships or vessels in Indiana waterways

### **Preservation of Abandoned Railway Corridors**

Abandoned railroad rights-of-way are a unique and valuable resource because they transcend political and private property boundaries and provide unparalleled transportation and recreation opportunities. The Indiana Department of Transportation assigns the highest priority to activities that preserve abandoned railroad corridors. All projects must involve right-of-way acquisition. Acquisition must follow 49CFR Part 24. Project initiators must intend to provide for use by the general public. Any projects meeting these basic requirements can be considered.

Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Non-motorized transportation uses
- Continuous project and over 5 miles long
- Contributes to a local or state bicycle/pedestrian system
- Project joins or extends an existing bicycle/pedestrian facility

Proposed projects should **not** seek to establish a pedestrian public grade crossing at points where the project crosses an active rail line. If a project does require the establishment of a grade crossing, the applicant should be prepared to discuss what action it would take to ensure the safety of pedestrians as well as the railroad, which would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT’s Rail Office before a crossing can be established. Railroads have actively objected to creating such crossings.

### **Control and Removal of Outdoor Advertising**

Priority will be given to the removal of outdoor advertising signs, displays, and devices on designated scenic byways or in areas where local or state laws or ordinances ban new billboards, and/or in conjunction with other transportation enhancement projects.

### **Archaeological Planning and Research**

“Archaeological planning and research” includes:

- Research on sites eligible for transportation enhancement funds

- Experimental projects in archaeological site preservation and interpretation
- Plans to improve identification, evaluation, and treatment of archaeological sites
- Problem-oriented syntheses, using data derived from (though not limited to) transportation-related archaeological projects
- Development of national and regional research to guide future surveys and data recovery.
- Projects having similar purposes carried out in partnership with other federal, state, and local government agencies and non-governmental organizations.

**Projects that include mitigation required by federal law are not eligible for TE funding.**

Projects that involve the following will receive particular consideration:

- Identification of prehistoric and historic archaeological sites in planned or future transportation rights-of-way.
- Identification of important archaeological sites along existing transportation routes.
- Interpretation of important archaeological sites along historic transportation routes as part of tourism.

**Mitigation of Water Pollution due to Highway Runoff and Reduced Wildlife Mortality**

This category is for facilities and programs that minimize pollution from transportation facility storm water runoff in environmentally sound ways beyond the current requirements and procedures for such mitigation. Projects that demonstrate aesthetic and ecological mitigation methods and that enhance recharge will be considered. This category of Enhancement improvements can also fund facilities that reduce wildlife injuries and fatalities due to vehicle traffic. It is important that these facilities help maintain or improve habitat connectivity.

**Establishment of Transportation Museums**

Museums designed to commemorate surface transportation are eligible for funding through the Transportation Enhancement Program. This category can be used to fund a new museum facility, add on a transportation wing to an existing facility, or convert an existing building. Purchase of artifacts necessary for the creation and operation of the facility are eligible. TE funds are not intended to reconstruct, refurbish, or rehabilitate existing museums or portions of museums that are not for transportation purposes. All buildings must be ADA compliant and the museum must be open to the public and have at least 1 full-time professional employee.

**<9> How will potential projects be selected for funding?**

Each MPO will determine (1) the membership of its selection committee, (2) its project selection criteria, (3) its limitations, if any, on the number of applications an LPA may submit for new and/or existing projects, (4) its limitations on funding, if any, per project, and (5) which eligible projects to fund and the amount of federal funds allocated to each. LPAs within the urbanized area of an MPO must electronically submit their application(s) to the MPO.

Projects outside the MPO urbanized area will be selected based on the criteria contained in the Procedure for Local Federal Aid Programs. A city, county or town may submit a maximum of one (1) new application in addition to applications requesting an increase for existing projects. The maximum award from this “Call” to any applicant is \$1,000,000 in federal funds or the total amount available in its district, whichever is less. LPAs outside the MPO urbanized area must electronically submit their applications(s) to Michael Cales, INDOT TE Coordinator at [mcales@indot.in.gov](mailto:mcales@indot.in.gov). LPA’s having questions regarding the application process may contact him at (317) 232-5021.

Projects submitted by a State agency will be selected based on the Procedure for Local Federal Aid Programs. A state agency may submit applications (1) requesting an increase for existing projects and (2) for new projects. The maximum award from this “Call” to any state agency is \$2,000,000 in federal funds. State agencies must electronically submit their application(s) to Michael Cales at [mcales@indot.in.gov](mailto:mcales@indot.in.gov). State agencies having questions regarding the application process may contact him at (317) 232-5021.

**Final approval of projects will occur after a final determination call by FHWA.**

**<10> What is the minimum development time for a typical TE project?**

- 1) Environmental, Preliminary Plans, Field Check, 55% Complete, **12 Months**
- 2) Public Hearing, 70% Complete, **additional 4 months**
- 3) Final Plans, R/W Clear 90% Complete, **additional 4 months**
- 4) Tracing/Contract Documents, **additional 4 months**

**Total development time is usually 24-28 months.** If by 24 months, a Scope-of-Work meeting has not occurred and the project is not demonstrating any progress, the funds for the project may be rescinded and allocated to another project.



**<11> Whom do I contact if I have a question about the overall guidelines?**

1. For projects within the MPO urbanized area please contact the appropriate MPO.
2. For projects outside the MPO urbanized area please contact the appropriate District Local Program Coordinator.
3. For State sponsored projects please contact Michael Cales at 317-232-5021 or via email at [mcales@indot.in.gov](mailto:mcales@indot.in.gov).

Please see the following list of contacts for the MPO and District phone numbers.

**<12>To whom do I send one electronic copy of the completed application if I am not in an MPO area?**

Submit your application(s) to Michael Cales, INDOT TE Coordinator at [mcales@indot.in.gov](mailto:mcales@indot.in.gov) .

**<13> To whom do I send a completed application if the project is inside an MPO urbanized area?**

All applications being submitted from an area covered by the urbanized area of the MPO must submit the application to the appropriate MPO. This is required as the MPO is the Transportation Planning Authority in the region and is responsible for maintaining the planning documents. Please contact the following [Metropolitan Planning Organization](#) appropriate for your location:

**ANDERSON (MCCOG)**

Madison County Council of Governments  
Jerrold Bridges, Executive Director; Pete Mitchell, Chief Transportation Planner  
County Government Center  
16 East 9th Street, Room 100  
Anderson, IN 46016  
(765) 641-9482 FAX: (765) 641-9486  
E-mail: [jbridges@mccog.net](mailto:jbridges@mccog.net) Website: [www.mccog.net](http://www.mccog.net)

**Urbanized area: Anderson, IN; Counties: MADISON, Parts of DELAWARE, HANCOCK, HAMILTON**

**BLOOMINGTON (BMCMPPO)**

Bloomington/Monroe County Metropolitan Planning Organization  
Josh Desmond, MPO Director;  
Raymond Hess, Senior Transportation Planner  
City of Bloomington Planning Department  
P.O. Box 100  
Bloomington, IN 47402-0100  
(812) 349-3423 FAX: (812) 349-3535  
E-mail address: [desmondj@bloomington.in.gov](mailto:desmondj@bloomington.in.gov), [hessr@bloomington.in.gov](mailto:hessr@bloomington.in.gov)  
Website: [www.bloomington.in.gov/planning/mpo](http://www.bloomington.in.gov/planning/mpo)

**Urbanized area: Bloomington, IN; County: MONROE**

**CINCINNATI (OKI)**

Ohio-Kentucky-Indiana Regional Council of Governments  
Mark Policinski, Executive Director; Bob Koehler, Deputy Executive Director  
Mark Paine, TIP Manager  
720 East Pete Rose Way, Suite 420  
Cincinnati, OH 45202  
(513) 621-6300 or (513) 621-7060 FAX: (513) 621-9325 E-mail: [mpolicinski@oki.org](mailto:mpolicinski@oki.org); [rkoehler@oki.org](mailto:rkoehler@oki.org),  
[mpaine@oki.org](mailto:mpaine@oki.org) Website: [www.oki.org](http://www.oki.org)

**Urbanized area: Cincinnati, OH-KY-IN; IN County: DEARBORN**

**COLUMBUS (CAMPO)**

Columbus Area Metropolitan Planning Organization

Kent Anderson, Director

123 Washington Street

Columbus, IN 47201

(812) 376-2502

FAX: (812) 376-2643

E-mail address: [kanderson@campo.in.gov](mailto:kanderson@campo.in.gov) Website: [www.campo.in.gov](http://www.campo.in.gov)

**Urbanized area: Columbus, IN; County: BARTHOLOMEW**

**EVANSVILLE MPO**

Evansville Metropolitan Planning Organization

Brad Mills, Executive Director, Seyed Shokouhzaheh, Chief Transportation Planner

1 Northwest Martin Luther King Boulevard.

Civic Center Complex, Room 316

Evansville, IN 47708

(812) 436-7833

FAX: (812) 436-7834

E-mail: [bmills@evansvillempo.com](mailto:bmills@evansvillempo.com); [sshokouhzaheh@evansvillempo.com](mailto:sshokouhzaheh@evansvillempo.com)

Website: [www.evansvillempo.com](http://www.evansvillempo.com)

**Urbanized area: Evansville, IN-KY; IN Counties: GIBSON, POSEY, VANDERBURGH, and WARRICK**

**FORT WAYNE (NIRCC)**

Northeastern Indiana Regional Coordinating Council

Dan Avery, Executive Director

Room 830 City-County Building

1 Main Street

Fort Wayne, IN 46802

(260) 449-7309

FAX: (260) 449-8652

E-mail: [dan.avery@co.allen.in.us](mailto:dan.avery@co.allen.in.us) Website: [www.nircc.com](http://www.nircc.com)

**Urbanized area: Fort Wayne, IN; Counties: ADAMS, ALLEN, DE KALB, WELLS**

**INDIANAPOLIS (IMPO)**

Indianapolis Metropolitan Planning Organization

Lori Miser, Executive Director, Philip Roth, Assistant Director

Steve Cunningham & Catherine Schoenherr, TIP contacts

Suite 1922, City County Building

200 East Washington Street

Indianapolis, IN 46204-3310

Miser - (317) 327-5269 E-mail: [lori.Miser@indy.gov](mailto:lori.Miser@indy.gov)

Roth - (317) 327-5149 E-mail: [philip.roth@indy.gov](mailto:philip.roth@indy.gov)

Cunningham - (317) 327-5403 E-mail: [steve.cunningham@indy.gov](mailto:steve.cunningham@indy.gov)

Schoenherr - (317) 327-5137 E-mail: [catherine.schoenherr@indy.gov](mailto:catherine.schoenherr@indy.gov)

**Urbanized area: Indianapolis, IN; Counties: BOONE, HAMILTON, HANCOCK, HENDRICKS, JOHNSON, MARION, MORGAN, SHELBY**

**KOKOMO (KHCGCC)**

Kokomo and Howard County Governmental Coordinating Council

Larry Ives, Director

Chief Transportation Planner: Doug Eytcheson

209 South Union St.

Kokomo, IN 46901

(765) 456-2336

FAX: (765) 459-9185

E-mail: [khcgcc@aol.com](mailto:khcgcc@aol.com)

Website: [www.kokomompo.com](http://www.kokomompo.com)

**Urbanized area: Kokomo, IN; County: HOWARD**

**LAFAYETTE (TCAPC)**

Sallie Dell Fahey, Executive Director

John Thomas, Asst. Director for Transportation Planning; Doug Poad, Senior Planner

Area Plan Commission of Tippecanoe County

20 North Third Street Lafayette, IN 47901-1209 (765) 423-9242 FAX: (765) 423-9154

E-mail: [sfahey@tippecanoe.in.gov](mailto:sfahey@tippecanoe.in.gov) Website: [www.tippecanoe.in.gov/apc/](http://www.tippecanoe.in.gov/apc/)

**Urbanized area: Lafayette, IN; County: TIPPECANOE**

**LOUISVILLE (KIPDA)**

Kentuckiana Regional Planning and Development Agency Jack Couch, Executive Director; Larry Chaney, Director of Transportation; Mary Lou Hauber, Transportation Planner

11520 Commonwealth Drive Louisville, KY 40299 (502) 266-6084 FAX: (502) 266-5047

E-mail: [jack.couch@ky.gov](mailto:jack.couch@ky.gov); [larry.chaney@ky.gov](mailto:larry.chaney@ky.gov); [marylou.hauber@ky.gov](mailto:marylou.hauber@ky.gov) ;

Website: [www.kipda.org](http://www.kipda.org)

**Urbanized area: Louisville, IN-KY; IN Counties: CLARK, FLOYD**

**MUNCIE (DMMPC)**

Delaware-Muncie Metropolitan Plan Commission

Marta Moody, Executive Director; Hugh Smith, Principal Transportation Planner Delaware County Building, Room 206

100 West Main Street Muncie, IN 47305-2827 (765) 747-7740 FAX: (765) 747-7744

E-mail: [mmoody@co.delaware.in.us](mailto:mmoody@co.delaware.in.us) ; [hsmith@co.delaware.in.us](mailto:hsmith@co.delaware.in.us)

Website: [www.dmmmpc.org](http://www.dmmmpc.org)

**Urbanized area: Muncie, IN; County: DELAWARE**

**NORTHWEST (NIRPC)**

Northwestern Indiana Regional Planning Commission John A. Swanson, Executive Director; Steve Strains, Deputy Director & Director of Planning 6100 Southport Road Portage, IN 46368-6409 (219) 763-6060 FAX: (219) 762-1653

E-mail: [jswanson@nirpc.org](mailto:jswanson@nirpc.org); [sstrains@nirpc.org](mailto:sstrains@nirpc.org); [wbrown@nirpc.org](mailto:wbrown@nirpc.org)

Website: [www.nirpc.org](http://www.nirpc.org)

**Urbanized areas: Chicago, IL-IN, Michigan City, IN-MI;**

**IN Counties: LAKE, LA PORTE, PORTER**

**SOUTH BEND/ELKHART (MACOG)**

Michiana Area Council of Governments

Sandra M. Seanor, Executive Director 227 W. Jefferson Blvd., Room 1120

South Bend, IN 46601 (574) 287-1829 FAX: (574) 287-1840

E-mail: [sseanor@macog.com](mailto:sseanor@macog.com) Website: [www.macog.com](http://www.macog.com)

**Urbanized area: South Bend, IN-MI; IN Counties: ELKHART, KOSCIUSKO, MARSHALL, ST. JOSEPH**

**TERRE HAUTE (WCIEDD)**

West Central Indiana Economic Development District, Inc Merv Nolot, Executive Director

Ron Hinsenkamp Chief Transportation Planner 1718 Wabash Avenue Terre Haute, IN 47808-0359 (812) 238-1561

FAX: (812) 238-1564 E-mail: [mnolot@westcentralin.com](mailto:mnolot@westcentralin.com); MPO contact: [rhinsenkamp@westcentralin.com](mailto:rhinsenkamp@westcentralin.com)

[jmitchell@westcentralin.com/transport](mailto:jmitchell@westcentralin.com/transport)

Website: [www.westcentralin.com](http://www.westcentralin.com)

**Urbanized area: Terre Haute, IN; Counties: CLAY, PARKE, PUTNAM, SULLIVAN, VERMILION, VIGO**

**<14> Who do I contact if I have a question about TE outside an MPO area?**

**Please consult the local assistance coordinators at INDOT district offices:**

Crawfordsville District Area: Please call Susan Kemp (765) 361-5228

Fort Wayne District Area: Please call David Armstrong (260) 969-8277

Greenfield District Area: Please call Shahnaz Afzaal (317) 467-3973

LaPorte District Area: Please call Marcia Blansett (219) 325-7564

Seymour District Area: Please call Brandi Fischvogt (812) 524-3961

Vincennes District Area: Please call Jaclyn Foote (812) 895-7393

**<15> If selected, what happens next?**

After projects are selected and announced by the Districts and MPOs, they need to be programmed into INDOT's Scheduling and Project Management System (SPMS). This process will assign the project a seven digit designation number (Des#), with the first two digits representing the year. Next a letter will be sent to the LPA (Mayor, Town President, and County Commissioner) notifying them of the award. This letter will state the Des#, the award amount, and instructions for contacting the appropriate MPO or District Local Programs Coordinator.

After contacting Local Programs Coordinator, an Early Coordination meeting will be scheduled to review your project, explain what costs are eligible as Match or Reimbursable Expenses, and explain the Milestones needed to complete your project.

- INDOT-LPA Early Coordination Meeting
- INDOT-LPA Project Coordination Contract executed
- Select Qualified Consultant
- Scope of Work Meeting
- Environmental Approval
- Preliminary Plan Development
- Field Check
- Public Hearing Requirements
- Right of Way (R/W) Acquisition
- Final Plans
- Tracings

Quarterly Reports are also required for each project as per the LPA Guidance Document. Please Note that the budget and schedule provided in the application and financial commitment letter must be the budget and schedule in the quarterly reports. Adjustments to that information will have to be justified and approved by INDOT before it can be changed.

**<16> How do I acquire land for my project?**

It is important that you contact INDOT before acquiring any land, as there are very specific procedures for acquiring land for federally funded projects. If anything is completed incorrectly, it could seriously affect your project. Please contact your assigned INDOT District for detailed information prior to land acquisition. Projects requiring property acquisition must follow the Uniform Act and the Indiana LPA R/W Manual. Fee Simple and Permanent Easements are the preferred titles for land acquired. Certain situations may arise where less than those types of title are allowed, but specific steps must be followed before acquisition may move forward. Please contact your district for the correct procedures.